



Town of Chino Valley
Development Services
1982 Voss Drive
Chino Valley, AZ 86323
(928-636-4427)

SITE PLAN REVIEW SUBMITTAL CHECK LIST

- Completed Application
- 11 x 17 drawn to scale (i.e. (1 inch = 50 ft.))
- Boundaries, dimensions, acreage of the site, and a north arrow;
- Proposed and existing structures with dimensions and dimensions between structures and from property boundaries to new and existing structures;
- Location and names(s) of adjacent and abutting streets, alleys, rights-of-ways and any required dedications thereof;
- Refuse enclosure with location and dimensions;
- Off-street parking in compliance with UDO Section 4.22
- Landscaping in compliance with UDO Section 4.26
- Screening in compliance with Section 4.8
- Outdoor lighting plan in compliance with Section 4.24
- Locations of all signage in compliance with Section 4.21
- Outdoor storage and related activities/uses in compliance with Section 4.9
- Pedestrian, vehicle, and service vehicle access; on-site circulation plans
- Location of water lines, sewer lines, fire hydrants, and other utilities;
- Compliance with Section 4.29 Design Concepts;
- Building and Wall elevations;

By Note, the following Site Data should be included

- Current Zoning
- Site Area
- Building Area (Gross square feet)
- Expected Occupancy Load
- Lot Coverage (Percent)
- Landscape Area (Square feet and Percent)
- Floor Area (Gross square feet)
- Number of Parking spaces
- Density (Required for Residential Projects)
- Parking by Number of Bedrooms/Units (Residential projects)

The following Departments will review this application and supporting documentation:

Development Services Department – Town of Chino Valley

Joshua Cook	Development Services Director	928-636-4427 Jcook@chinoaz.net
Alex Lerma	Planner	928-636-4427 Alerma@chinoaz.net
Dan Trout	Building Official	928-636-4427 Dtrout@chinoaz.net
James Shinost	Plan's Examiner	928-636-4427 Jshinost@chinoaz.net
Jo Ann Brookins	Customer Service Manager	928-636-4427 Jbrookins@chinoaz.net
PUBLIC WORK		
Frank Marbury	Public Works Director	928-636-7140 Fmarbury@chinoaz.net
Steven Sullivan	Assistant Engineer	928-636-7140 Ssullivan@chinoaz.net

The following Outside Agencies are invited to attend:

Chino Valley Fire District	Andie Smith	928-308-8309
Yavapai County Environmental Health	Terry Barton	928-771-3214
Yavapai County Health Services	Jon Groulx	928-583-1015
Chino Valley Irrigation District		928-636-4535
Century Link	Karen Porter	928-776-5213
Arizona Department of Transportation (ADOT)	Richard Perez	928-777-5874
Cable One	Johnny Cedillo	928-445-4511
APS	Linda Gummer	928-776-3618
Unisource	Sara Miller	928-771-7229
ADEQ	Jennifer Peterson	602-771-4617



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SITE PLAN REVIEW MEETING REQUEST FORM

Site Plan Review meetings are held on the 1st, 3rd, and 5th Wednesday of each month. Request forms and **\$100.00** review fee are to be submitted two weeks (14) prior to the next scheduled meeting. Please check the box that applies to your project.

Note: This review is based on the information provided on the submittal. Please include as much information as possible.

- New Construction
- Alteration of an existing Commercial building that creates additional square footage.
- Subdivisions Plats
- Signs
- Manufacturing, Industrial
- Mobile Home Park

Project Name: _____

Project Location: _____ Parcel #: _____

Current Zoning: _____ Current Use: _____ Parcel Size: _____

Surrounding Zoning: _____ General Plan Designation: _____

Brief Description of proposed: _____

Property Owners/s: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Applicant / Agent Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Architect / Designer: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Applicant Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

2019

Next scheduled meeting	Deadline to Submit
May 15, 2019	May 1, 2019
May 29, 2019	May 15, 2019
June 5, 2019	May 22, 2019
June 19, 2019	June 5, 2019
July 3, 2019	June 19, 2019
July 17, 2019	July 3, 2019
July 31, 2019	July 17, 2019
August 7, 2019	July 24, 2019
August 21, 2019	August 7, 2019
September 4, 2019	August 21, 2019
September 18, 2019	September 4, 2019
October 2, 2019	September 18, 2019
October 16, 2019	October 2, 2019
October 30, 2019	October 16, 2019
November 6, 2019	October 23, 2019
November 20, 2019	November 6, 2019
December 4, 2019	November 20, 2019
December 18, 2019	December 4, 2019

